



# Department of Development Services

(928) 817-5000  
Integrity

2351 West 26<sup>th</sup> Street  
Commitment

Yuma, AZ 85364  
Dedicated Service

Yuma County Department of Development Services is pleased to provide Project Assessments to assist applicants in understanding the opportunities and limitations within the unincorporated areas of Yuma County. Project Assessments are not required, however should a developer choose to schedule one, an application should be made prior to obtaining any permits.

## About Your Project Assessment Meeting

Upon receipt of this application and payment, Development Services staff will schedule a meeting where the applicant will have the opportunity to present their proposal to our technical review team.

### What happens during a project assessment meeting?

Staff will compile information provided by the applicant and our records to identify general project requirements. If staff requests additional information prior to the meeting time, it is to help us provide better information during the meeting. Please note this meeting is preliminary and providing us with as much project information as possible will allow the best opportunity for feedback from staff. Applicants will receive a written summary of the comments for future reference at the end of the meeting. Review comments provided by staff are only valid for a period of six (6) months after the meeting date.

### When are project assessment meetings held?

Meetings are usually held on a Wednesday, a minimum of ten (10) working days after all submission requirements are met and the application is paid and processed.

### Is there a fee for a Project Assessment Meeting?

Yes, there is a non-refundable \$200.00 fee for the Project Assessment Meeting, due at the time of the application submittal. This fee can be applied once toward the cost of any building permit or building plan review application related to the project assessment.

### What is needed to submit with my project assessment request?

*Project Assessment Meeting date will be set after the complete submission of the following:*

Completed application

Accurate, scaled site plan with North arrow (hardcopy or electronic)

Fee

## Applicant Contact Information

Applicant Name	
Address (City, State, Zip)	
Phone	
Email	

## Project Information

APN/Parcel Number	
Project Name	
Project Address (City, State, Zip)	
Owner Name, Phone No., Email	

**Please provide a thorough description of your proposed project:**

Please fill out the following pages with as much information as possible. **Write “N/A” if a description does not apply to the proposed project.**

Project Description: Planning/Zoning and Building Safety		
ALL PROPOSALS	EXISTING	PROPOSED
Uses of structures on property		
Hours of operation		
Number of employees		
Square footage		
Proposed accessories (i.e. storage, pool, garage, shade, etc.) and accessory uses		
If commercial/industrial use, is public expected on the facility?		
Any secondary activities that will take place besides the proposed use?		
Any hazardous materials expected to be stored, manufactured, or processed?		
Project Description: Environmental		
Water Supply: Does project propose to connect to a public water system?		
Sewer Connection: Does Project propose to connect to a public sewer system?		
Arizona Pollutant Discharge Elimination System (AZPDES) permit for stormwater: Does project require a stormwater pollution prevention plan (SWPPP) from the Arizona Department of Environmental Quality?		
Dust: Is project located within PM10 Non-Attainment area of Yuma County?		
Sewage Disposal: If on-site treatment and disposal is proposed, has soil testing been performed?		

Project Description: Engineering/Flood Control		
ALL PROPOSALS	EXISTING	PROPOSED
Are any off-site improvements in County or State right-of-way?		
Please identify existing and proposed road improvements along perimeter of parcel		
Is the proposed development potentially 10,000 gross square feet or more of commercial or industrial useable space?		
Does your proposed development change existing drainage patterns or features?		
Does your proposed development result in increase of storm water runoff?		
Please list any specific questions you would like answered in the Project Assessment Meeting:		
1.		
2.		
3.		
4.		
5.		
<p><b>This meeting is preliminary and staff makes every attempt to identify all the important issues of your project. However, it is important to recognize that because this meeting is preliminary, the feedback you receive is only as accurate as the information you provide. Any changes to your proposed development after the Project Assessment meeting could affect the requirements for the project.</b></p>		
<p>Please email the completed application to <a href="mailto:Contact.DDS@yumacountyaz.gov">Contact.DDS@yumacountyaz.gov</a>.</p>		
***For Office Use Only***		
Appointment Date:		
Appointment Time:		
Payment Date:		
Pre-Project Assessment Date:		
Notes:		